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# NMI SAFETY and HEALTH Handbook

**PLAY IT  
SAFE!**



2004 Nintendo of America Inc.



# NMI SAFETY and HEALTH Handbook

## Introduction



### ① General Safety and Health Issues

1-1

This section applies to everyone working at Nintendo and includes accident prevention, reporting and investigating.



### ② Accidents/Incidents

2-1

This chapter outlines the procedures to be followed in the event of an on-the-job injury. It includes the steps to be followed by the employee and by his or her supervisor.



### ③ Ergonomics and Lifting Procedures

3-1

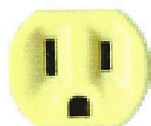
Applies where lifting occurs or repetitive tasks are performed. It also outlines the steps to take when addressing ergonomics anywhere in the company.



### ④ Hazardous Chemical Handling and Storage

4-1

Includes the procedures to follow when working with or near hazardous chemicals. Hazardous chemicals may be cleaners, solvents, or other agents that affect health or pose a risk of fire.



### ⑤ Electrical Safety

5-1

This section addresses the steps to follow when servicing or maintaining powered machinery or equipment.



### ⑥ Ladder Safety

6-1

Safety guidelines for ladder usage are addressed in this section.



### ⑦ Personal Safety/Security

7-1

Practical, common-sense tips to help you avoid becoming a victim of crime.



### ⑧ Safe Driving

8-1

This section will help you make informed decisions to drive safely.



### ⑨ Emergency Procedures during Natural Disasters

9-1

This chapter outlines the procedures to follow in the event of an earthquake, tornado, or flash flood while driving.



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# Introduction

Nintendo and NMI are committed to providing you with a safe and healthy work environment. However, this is only made possible with your assistance. Every employee must balance productivity, quality and safety, whatever the task, to be as effective as possible. If any one of these areas is compromised, the task falls short of its effectiveness. To assist every employee in the effort to work safely, productively and with the level of quality that has made us the leader in the video game industry, Nintendo has established the NMI Safety and Health Handbook.

This handbook contains workplace safety and health laws, company regulations, policies, and information about performing your job safely. It also outlines responsibilities of the company to you, as well as your responsibilities to the company and to your fellow employees.

Please take the time to look through this handbook. Become familiar with the sections that apply to you. They will be used to measure the level of safety within NMI.



Tatsumi Kimishima, President



George Harrison, Sr. V.P. Marketing & Corp. Comm.



Flip Morse, Vice President, Human Resources



Bob Stolk, Director, NES Merchandising Inc.

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## Safety and Health Code of Ethics

- \* We hold safety and health as our highest core value.
  - \* Safety and health factors have priority when in competition with economic factors.
  - \* Executive management will lead the safety improvement process.
  - \* Management is accountable for the safe performance of activities measured against the goal of zero (0) OSHA-recordable incidents.
  - \* The work environment is free from recognized hazards that could cause injury, illness or death.
  - \* Each employee is trained and educated in safety procedures and performs work in compliance with these safety measures.
  - \* The work environment is monitored regularly to ensure a safe and healthy workplace.
  - \* Each employee assumes personal responsibility for the development and support of a safe workplace by applying the guidelines contained in the Safety and Health Handbook.
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## Issues

# General Safety and Health



## Safety Committee

### Purpose

To help in finding and eliminating unsafe work conditions and procedures, a Safety Committee is in place with employee-elected representatives and management-selected representatives.



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## Procedures

- ✓ Employees elect fellow workers to represent them on the committee. The method of voting is optional.
- ✓ If a vacancy occurs on the committee, a new member will be elected.
- ✓ The Safety Committee has an elected chairperson.
- ✓ A secretary is appointed.
- ✓ The frequency of meetings is determined by the Safety Committee.
- ✓ The date, hour and location of meetings is determined by the Safety Committee.
- ✓ The length of each meeting cannot exceed one hour except by majority vote of the Safety Committee.
- ✓ The attendance and subjects discussed are documented and maintained on file for one (1) year.



### Copies of the minutes are provided to:

- a. Executive Vice President, Operations
- b. Directors, Managers and Supervisors within the Operations and Marketing (NMI) divisions.
- c. Committee members
- d. Senior Vice President, Administration
- e. Bulletin Boards

## Appointed Positions

(Selected by Management)

👉 Security & Safety Manager Adrian Teague

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Human Resources Representative Rosie Bridenstine

## **Scope of Activities**

- ✓ Conduct in-house safety inspections with appropriate supervisor and recommend safety improvements as necessary.
- ✓ Assist in accident investigations to uncover unsafe trends.
- ✓ Review accident reports to determine ways to reduce or eliminate accidents.
- ✓ Review employee suggestions and forward recommendations to management.
- ✓ Review job procedures and propose changes.
- ✓ Monitor the safety program effectiveness.
- ✓ Document attendance and subjects discussed.
- ✓ Promote and publicize safety.

## **Committee Duties**

### **Chairperson**

- ✓ Direct the safety meetings and maintain a "safety focus" in the meetings.
- ✓ Monitor the effectiveness of the safety program.
- ✓ Assist committee members with concentrating on safety issues and exclude/preclude all other issues.
- ✓ Provide professional guidance to the Committee.
- ✓ Take primary responsibility for obtaining management response on all proposals for change.

### **Secretary**

- ✓ Record the minutes of each meeting.
- ✓ Monitor both old and new business.
- ✓ Assist in safety focus.
- ✓ Act as a participating member.

### **Committee Members**

- ✓ Participate in all safety meetings.
  - ✓ Address any safety-related concerns within their department.
  - ✓ Form inspection teams to cover specific areas throughout the company.
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- ✓ Promote safety and compliance with the Safety and Health Program.
  - ✓ Perform functions listed in Scope of Activities section.

## Self-Inspection

Members of the Safety Committee will, before the regularly scheduled committee meeting, conduct an inspection of equipment, materials, and/or respective work areas as applicable to determine what hazardous conditions and/or practices exist. Inspection checklists should be used.



Other sources that can be used in inspections include:

- ❑ General safety and health standards.
- ❑ Employee suggestions.
- ❑ Review of previous accident experience.

Inspection results will be reviewed and discussed at the next scheduled safety committee meeting, and the Committee will make a formal recommendation to resolve any outstanding safety problem(s). Follow-up to committee recommendations may be accomplished by one of the following options:

- ❑ Through action by the NMI Director.
- ❑ Through appeal to the Senior Vice President, Administration.



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## Employee Responsibilities

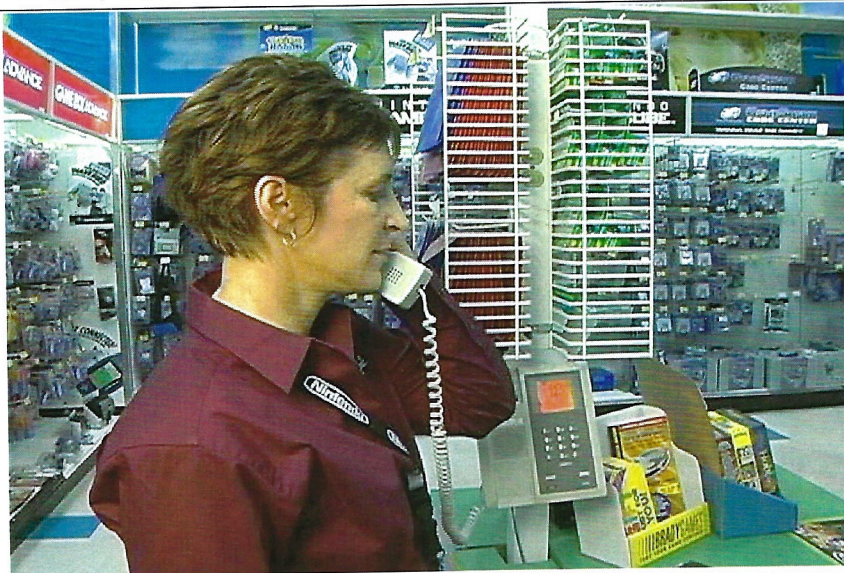
To ensure the success of our Safety and Health Program and establish a "safety focus," some important guidelines are listed below:

1. Observe all company safety and health rules and practice accident prevention in your own daily activities.



2. Report all job-related injuries, illnesses or property damage to D.O.T.S., your Regional Manager and District Supervisor immediately. Employees in need of medical attention are required to seek treatment promptly.
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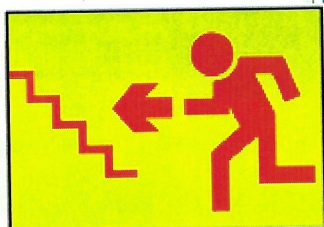




3. Report all hazardous and/or unsafe conditions observed at store level to store management.



4. Observe any store safety policies and posted signs regarding such things as evacuation routes, location of fire extinguishers, etc.



No Smoking



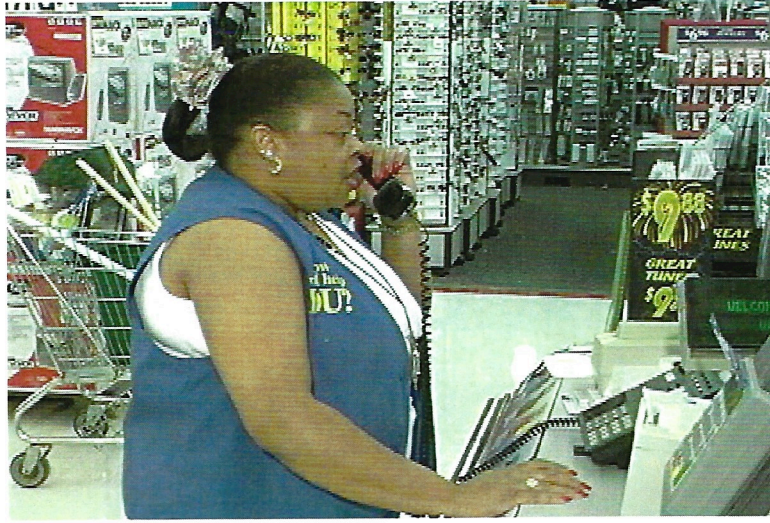


5. Keep working area clear of debris, boxes, etc.



6. While making store calls, remain attentive to all Public Address announcements. Instructions for emergencies such as fire or storm warnings may include evacuation. Information regarding the route and proper exits to use will be verbally outlined over the P.A. system.
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7. Observe all requirements for the Fitness For Work Policy which says that the use, possession, sale, purchase, or distribution of illegal drugs or having a measurable quantity in one's system of an illegal drug, while at work, in a work status, or on company premises is prohibited. Also, no alcoholic beverages will be brought onto or consumed on Nintendo property. Being under the influence of an alcoholic beverage while at work, in a work status, or on Nintendo premises is prohibited, except as might occur within reasonable limits at authorized company-sponsored functions and occasions.





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8. Follow proper lifting procedures at all times.



9. Wear protective equipment provided when tasks require it.





10. Do not wear frayed, torn or loose clothing -- shirts must be tucked in -- near moving machinery or other sources of entanglement. Large hoop earrings and long necklaces can also be a danger. NMI has provided a badge holder with a breakaway back for this reason.



11. Actively support and participate in the company's effort to maintain a safe and healthy work environment.

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## Knife Safety

Box knives are used frequently in the workplace and can cause serious injuries if improperly used. The following guidelines should be practiced when working with a knife:

- ① The use of cut-resistant Kevlar glove on the off hand is **mandatory**.
- ② Work slowly and carefully with the knife.
- ③ Keep a reasonable distance between yourself and others when using a knife. A good rule to remember is to keep the knife an arms-length distance between you and the person next to you.
- ④ Use caution cutting into boxes so as not to damage product.
- ⑤ Get a replacement blade when the blade becomes dull or difficult to cut with.





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- ⑥ Always close the knife when not in use.
  - ⑦ Never set an exposed knife down where other people are working.

## GLASS HANDLING

### General

Most of the display cases which hold/secure our products utilize tempered glass and were installed by store personnel. It has been found that in many instances, proper installation procedures may not have been followed. When installed incorrectly, doors may be misaligned and will not glide smoothly in the tracks. Over time, the glass can become chipped, cracked or weakened due to stress that misalignment can cause. If you should observe a glass door with cracks, chips, or which simply does not glide smoothly in the track, take the following precautionary steps:

- 
- notify the department manager immediately,
  - never force the doors open or closed; take your time,
  - never use tools--such as screwdrivers, etc, to open or close the doors,
  - provide the department manager with the manufacturer's information:  
**Frank Mayer & Associates, Inc**  
**1-800-341-4434**
  - suggest that they call the 800 # and order the "Video Game Cabinet Door Adjustment Kit, #1530-051A". This kit is free for retailers.



If you should find it necessary to rearrange the shelving inside the glass case, please ensure that you are wearing your safety glasses and gloves as a precautionary measure. Take your time. Ensure that you do not bump the shelf against the glass when moving it.

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## Accidents/Incidents



### Accidents: Preventing, Reporting, Investigating

#### DEFINITION AND PURPOSE

Nintendo is committed to providing all employees with a safe and healthy work environment. **All accidents**, no matter how minor, must be reported **immediately** to DOTS, your Regional Manager and District Supervisor (and store management if appropriate) for evaluation and investigation. Since every accident includes a sequence of contributing causes, it is possible to prevent an accident from happening again. Managers and supervisors must investigate the causes of the accident and take any necessary action to avoid a repeat occurrence.

#### MEDICAL EMERGENCY PROCEDURE

If you or another Nintendo employee has a job-related injury and are in need of emergency medical attention, please call **911** and seek treatment immediately.



If an injury or illness occurs at work, or a slow-developing condition (such as a repetitive motion injury) may be attributable to work, the employee must contact the HealthForce *Physician HealthLine* as soon as possible **(800-875-3225)**. HealthForce physicians will:

- determine the nature and severity of the injury or illness;
- recommend basic first aid or self-care, if appropriate;
- assist in determining and referring to the appropriate preferred occupational medical or specialty provider;
- assist with expediting treatment, including calling ahead to the preferred medical provider;
- consult with the treating physician on appropriate return-to-work action; and

- follow-up with the treating physician and the injured/ill employee through the course of treatment until the employee is back to work.

Human Resources must be contacted immediately if an incident results in medical treatment beyond basic first aid or requires time off work. Refer to your Return-To-Work Packet for instructions and forms for the injured employee and for the physician that treats the employee. Additionally each employee is provided with a post accident substance test kit, which is to be taken to the physician or hospital along with the return to work packet. This kit includes instructions and forms within it.

If an accident or injury at work results in time off, the injured employee is required to contact his/her Regional Manager and District Supervisor on a daily basis during the first two (2) weeks of disability. Additionally, a notice from the attending physician outlining the injury and prescribed treatment as well as an estimated recovery date, is required to be submitted to Human Resources. Following a two (2) week period of disability or time off from work, the employee is required to contact his/her Regional Manager and District Supervisor on a weekly basis. To return to work following an injury, the employee is required to submit a physician's release form to Human Resources.



NMI is committed to helping you return to work as quickly and safely as possible, by working with your medical provider and providing temporary transitional duty during recovery, as outlined in Nintendo's Return-To-Work Program.



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## INCIDENT REPORTING PROCEDURE AND DOCUMENTATION

(Detailed instructions are also outlined in your computer.)

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- Contact DOTS immediately to report all incidents. They will provide you with clear instructions and set up a DARF (if display-related). Also notify your Regional Manager, District Supervisor and Human Resources (for NMI work-related injuries).
- Obtain a copy of any store report, witness statement or police report.
- Take a photo of the situation if required.
- Complete an Incident Report Form (example form on the next page) any time there is an injury, illness or near miss of consequence, or if property damage occurs.
- Complete an Incident Report Form any time you are involved in a traffic accident, even if there are no injuries. Also notify DOTS, your District Supervisor and your Regional Manager. Additionally, any traffic citations received for moving violations must be reported immediately to your District Supervisor.
- The Incident Report Form must be sent to the **NMI Incident Report** e-mail group, your Regional Manager and District Supervisor.
- Print and sign the report form, then forward (via Federal Express *standard overnight* as seen in the instructions) to your District Supervisor within 48 hours of the incident.
- Forward all information regarding display-related incidents gathered at store level to Norm Kelln at Nintendo's corporate office.
- Notify your Regional Manager and District Supervisor via voice mail.
- Send any notices from the attending physician outlining the injury and prescribed treatment, any limitations and an estimated recovery date, to Human Resources.
- You will be required to provide a physician's statement releasing you to return to work and identify any work-related restrictions in order to resume your position. You must provide this statement on or before your scheduled date of return.



# NMI INCIDENT REPORT FORM

See instructions on page 2 and Witness Form on page 3.

Complete this form any time there is an incident resulting in a minor or major injury, illness, or near miss that could have resulted in an injury.

## TO BE COMPLETED BY AFFECTED INDIVIDUAL

Name of affected individual: <b>LAST, FIRST</b>	Incident Date:
Supervisor Name: <b>LAST, FIRST</b>	Incident Time:
Region: <b>(choose)</b>	Employer: <b>(choose)</b>
Store name and #, or Location:	City, State:

1. Select the incident type: **(choose)**

2. Describe the injury or illness (e.g., laceration to left index finger, right wrist pain).

3. Describe your activities when the incident occurred. Identify materials, equipment, and/or other individuals involved.

4. Date incident was reported to Nintendo.

5. To whom was the incident reported?  
**LAST, FIRST**

6. In your estimate, what measures can be taken to prevent or lessen the chance of this incident occurring again?

7. Physician HealthLine called? **(choose)**

8. Type of treatment: **(choose)**

9. Name of hospital or clinic.

10. Address of hospital or clinic:

11. List any restrictions given by physician:

12. Were there any witnesses? **(choose)**

13. Witness name: **LAST, FIRST**

## TO BE COMPLETED BY SUPERVISOR

What action was taken by the supervisor to prevent this from happening again and/or to correct the problem?  
(Include comments regarding any conversations with the employee following the incident.)

Employee signature	Date	Supervisor signature	Date
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# WITNESS FORM

Complete this form if you witnessed an incident resulting in a minor or major injury, illness, or near miss that could have resulted in an injury.

## TO BE COMPLETED BY WITNESS

Witness Name: **LAST, FIRST**

Incident Date:

Name of Affected individual: **LAST, FIRST**

Incident Time:

Location:  
**(choose)**

Employer:

1. Describe the activity of the affected individual when incident occurred. Identify materials, equipment, and/or other individuals involved.	
2. Did an injury occur as a result of the incident? If so, please describe the injury.	
3. In your estimate, what measures can be taken to prevent or lessen the chance of this type of incident from occurring again?	

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## **DOCUMENTATION PROCEDURE (Major Injuries/Illnesses and Near Misses)**

### **1. Major injuries and illnesses (fatality or hospitalization):**

In the event of a fatality or an accident resulting in hospitalization of any employee, the Senior Vice President of Administration and Human Resources are to be notified immediately by the NMI Director, and an investigation, under the direction of the Senior Vice President, Administration, will be conducted. The report must relate the circumstances, numbers of fatalities, and the extent of the injuries.



### **2. Near-misses (likelihood of personal injury or property damage):**

All "near-miss" accidents must be investigated by the Safety Committee to determine a way to eliminate or reduce the possibility of an accident occurring. Comments should be made on the Incident Report Form. A near-miss incident is defined as an unplanned event where damage resulted to equipment (displays, glass cases, ladders, etc.), but there was no personal injury to employees, or where damage did not result but the likelihood of personal injury to the employee was great.





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## OCCUPATIONAL INJURY AND ILLNESS RECORD KEEPING

In the event of an occupational injury or illness, records must be maintained and provided to each state worker's compensation board or commission. The Human Resources Department is responsible for maintaining a Log and Summary of Occupational Injuries and Illnesses. The Log and Summary records each occupational death, illness and/or injury that involves unconsciousness, inability to perform all phases of the employee's regular job, the inability to work full-time in the employee's regular job, temporary assignments to another job and/or medical treatment other than first aid.

The Human Resources Department will keep copies of all accident reports, and enter each applicable injury or illness on the Log and Summary within seven (7) business days of receipt of the report. Each year, a Log is posted in accordance with the law, and records will be maintained for five (5) years.



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## WORK-RELATED INJURY FOLLOW-UP

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### Employee Responsibilities

If you are in need of *emergency medical attention*, please call 911 and seek treatment immediately. Proceed with the following instructions as soon as you are able to.

Obtain prompt medical treatment for any work-related injury or illness as needed. To ensure you receive the best available treatment, you may go to the physician of your choice, provided they are a worker's compensation or work-related injury physician. If an injury or illness occurs at work, or a slow-developing condition (such as a repetitive motion injury) may be attributable to work, you must contact the HealthForce *Physician HealthLine* as soon as possible (800-875-3225).

Notify DOTS and your supervisor (or regional manager if your immediate supervisor is not readily available) immediately when you are injured on the job or have been diagnosed with an occupational illness related to work. Failure to do so may lead to disciplinary action and/or result in delay or denial of workers' compensation benefits.

Review the "Injured Worker" packet you have on hand, then sign the enclosed Authorization To Release Health Care Information form and give it to your physician. This is needed so we can work closely with your physician to get you back to work as soon as possible and process your workers' compensation claim appropriately.

Provide the physician with the "Physician" packet, which you also have on hand. Enclosed in this packet is a form for the physician to provide Nintendo with a return-to-work date and any specific restrictions they might recommend.

Provide the physician with the Post Accident Substance Test Kit. This kit includes instructions and forms and can be administered by any physician.

Tell the physician that the injury or illness is work-related and ask your physician to complete any forms necessary to initiate a worker's compensation claim.

Document the injury or illness on an Incident Report Form and forward as directed in the instructions within 48 hours, as this information is needed for accident follow-up and processing the workers' compensation claim.

If a work-related injury or illness results in time off, you are required to report to your supervisor on a regular basis regarding the progress of your recovery and return to work plans. Your supervisor will also contact you regularly to see how your recovery is progressing and discuss the need for possible temporary accommodation.

Contact Rosie Bridenstine in Human Resources at extension 2216 if you have any questions or need further information.

## **Supervisor Responsibilities**

If you are on the scene, provide first aid and/or call 911 if the employee needs immediate medical attention.

Assist the employee in obtaining prompt medical treatment for any work-related injury or illness as needed. If an injury or illness occurs at work, or a slow-developing condition (such as a repetitive motion injury) may be attributable to work, you as the supervisor must assist in contacting the HealthForce *Physician HealthLine* as soon as possible (800-875-3225).



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Confirm notification of DOTS and Regional Manager.

Immediately report any injury or illness resulting in medical treatment and substance test and/or time off work to Rosie Bridenstine at extension 2216.

Employee will have the "Injured Worker" packet and the "Attending Physician" packet on hand. These are included in the Return-To-Work packet, which can be obtained from Rosie Bridenstine in Human Resources or from another Human Resources representative. Assure the employee that you and Nintendo care about their health and wellbeing and will do what you can to get them back to work as soon as possible, even if a temporary accommodation is needed for awhile.

Once treatment has been provided, make sure that the injured employee obtains the required post-accident substance test and the completed *Doctor's Release For Work* form that includes a return-to-work date, along with any specific restrictions recommended by the physician. These forms are included in the "Attending Physician" packet. Also make sure that the injured employee informs the physician that the injury or illness is work-related, and any necessary forms are completed to initiate a workers' compensation claim.

After the substance test, the employee may return to work (or to their vehicle if their shift is over) unless they are exhibiting impaired behavior. If impaired behavior is present, the employee may not return to work until the results of the substance test are received. An employee that exhibits impaired behavior should not be allowed to drive home and alternative arrangements should be made.

Confirm that the employee has documented the injury or illness on an Incident Report Form and forward within 48 hours as outlined in the Incident Reporting Procedures, as this information is needed for accident follow-up and processing the workers' compensation claim.

Stay in touch regularly with the injured employee during the entire period of recovery to let them know that you and Nintendo care about their health and wellbeing, and that you will do what you can to get them back to work as soon as possible, even if some temporary accommodation is needed for awhile.

Maintain regular contact with Rosie Bridenstine in Human Resources regarding the status of the injured employee's return to work, recommended restrictions, medical documentation and any questions you might have.



# Ergonomics and Back Injury Protection

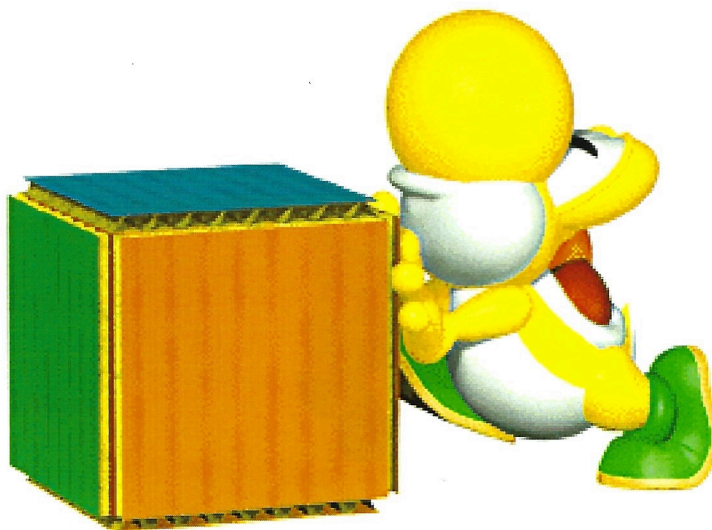


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## Ergonomics

### Purpose

Nintendo of America Inc. and NMI have established the following guidelines to reduce or eliminate workplace risk factors by utilizing ergonomic principles. These guidelines are used to systematically evaluate existing and new job tasks. Through this process, workplace risk factors associated with employee injuries or illnesses can be identified, evaluated, reduced or eliminated. Ergonomic improvements are intended to better match the limitations and capabilities of employees to the demands of the jobs.





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## **Management Commitment**

Employees, supervisors and other management personnel will be involved in the identification, analysis, resolution of potential workplace hazards, and the implementation of ergonomic improvements affecting their work environments.



## **Employee Involvement**

Employees are encouraged to report signs and symptoms of ergonomic-related injuries and illnesses to management as soon as possible. Incident Report Forms should be used to document the injury or illness. Employees should seek medical attention as soon as possible when an ergonomic-related injury or illness is identified.

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## DEFINITIONS

### Ergonomics

Ergonomics is the process that focuses on maximizing an employee's ability to work by reducing or eliminating risk factors within the workplace. The process targets the design of work activities, facilities, tools, equipment, processes, and products in an effort to improve safety and health, increase productivity and quality, reduce potential for human error, and improve the overall quality of work life.

### RISK FACTORS

Risk factors are physical, environmental, and organizational characteristics that increase the likelihood of cumulative trauma disorders that can adversely affect productivity and quality. Examples include musculoskeletal sprains and strains, and neurovascular disorders from repetitive movement, forceful and prolonged exertions, awkward postures, and vibration associated with job design characteristics described previously.



## PROCEDURE

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Ergonomics will be addressed through the following methods: Task Assessment, Work Environment Assessment and Employee/Supervisor Training. Incident reports, Worker's Compensation records, health care correspondence reports from supervisors and employees, and job safety analyses will be used to identify ergonomic risk factors.

## **PREVENTION AND CONTROL**

Ergonomics can be incorporated into job design, work processes, work practices, work station design and selection of tools and equipment. Engineering principles and controls should be utilized, where feasible, to eliminate or reduce ergonomic risk factors.

Additional controls can be applied through work practice changes, administrative controls, training, or personal protective equipment. Employees trained or informed about work procedures designed to reduce or eliminate work-related injuries and illnesses should apply those procedures to their job functions.



## **EVALUATION**

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Ergonomic improvements will be evaluated for effectiveness, cost, and future applications. Current and emerging regulations and policies will be monitored and implemented as needed to assure compliance with regulatory agencies.

## **BACK INJURY PREVENTION**

### **Purpose**

Each year, millions of work days are lost because of back pain (second only to the common cold). Four out of five people experience back pain in their lifetime. With this level of impact upon our lives, it is important to take preventative measures that help reduce or eliminate the risk of back injury.

### **CAUSES and SYMPTOMS**

There are many factors that cause back injuries. The most common causes are:

- |                               |                    |
|-------------------------------|--------------------|
| * Improper lifting techniques | * Slips and falls  |
| * Poor posture                | * Excessive weight |
| * Overexertion                | * Lack of exercise |
| * Age                         | * Stress           |
| * Disabilities                |                    |

Symptoms of back injuries include:

- |                             |                                   |
|-----------------------------|-----------------------------------|
| * Pain and tightness        | * Numbness in the legs            |
| * Spasms                    | * Limited ability to sit or stand |
| * Decreased range of motion |                                   |





## WORK ACTIVITIES THAT LEAD TO BACK INJURIES

While back injuries can be caused by both work and non-work related activities, this section will focus on work-related activities. The following examples are some of the common tasks whereby employees are at risk of back injuries.



Bending at the back when reaching or lifting



Twisting while reaching or lifting



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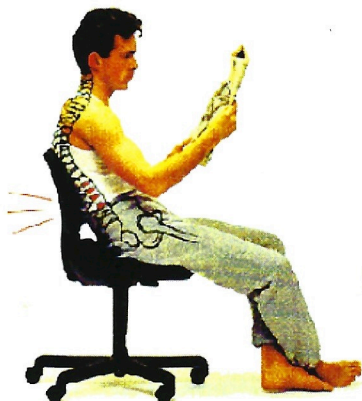
Lifting heavy items or carrying heavy objects for long periods of time



☹ Holding objects away from the body



☹ Sitting without lumbar support



😊 Sitting with lumbar support



☹ Overextending the body while reaching or lifting

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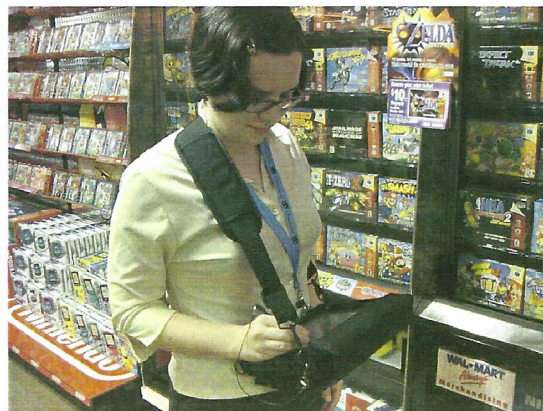
## WAYS TO PREVENT BACK INJURIES

Back injuries in the workplace can be prevented by applying the following principles to work areas and activities:

### Eliminate Lifting Tasks

Preventing heavy and excessive lifting is the first place to start when trying to avoid back injuries. Apply these principles to the work area whenever possible:

- 😊 Make sure that the table height of your work station doesn't cause you to bend over or lean forward while working. If it does, adjust your chair or table if possible.
- 😊 Minimize the distance between the work area and the body. If your work causes you to stretch or lean forward, pull the work closer to you or position it so that you are able to sit or stand straight.



- 😊 Store heavy items at waist level, lighter items at head and foot levels.



- 😊 Eliminate the need to repeatedly lift or carry items throughout the work area. Use conveyors or carts to transfer items. Join work areas where materials transfer back and forth.



- 😊 Set up work stations so that you do not twist more than 90 degrees when moving an object.
- 😊 Place frequently used items within reach.

## Proper Lifting Techniques

You can reduce your chances of a back injury by following the steps below whenever you lift:

- 😊 Plan your lift and test the load





😊 Ask for help



😊 Get a firm footing



😊 Bend your knees



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😊 Tighten stomach muscles



😊 Lift with your legs



😊 Keep the load close





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😊 Keep your back upright



😊 Pivot, don't twist to move objects



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## Injury Preventing Exercises

Keeping muscles stretched and flexible helps prevent injuries when lifting. The following exercises can be performed before work each day. Consult a physician before performing any exercises if you have had surgery or suffer a muscle or joint injury. Eating right, sleeping on a firm mattress and performing aerobic exercises three times per week will also help keep you and your back in shape.

**Neck Flexion and Extension:** Slowly tip your head forward down and touch your chin to your chest. Then slowly tip your head back as far as possible. Repeat five times.

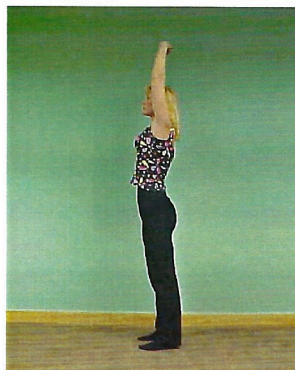






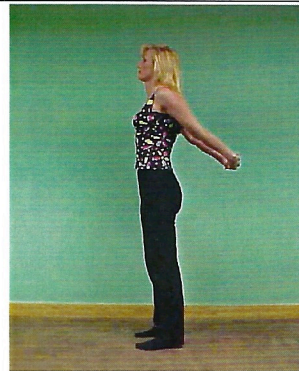
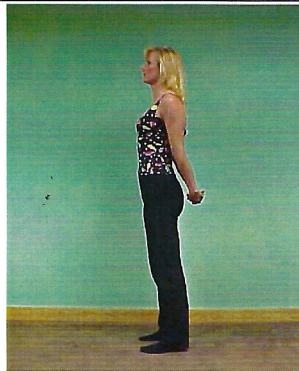
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**Shoulder Flexion:** Clasp your hands together and inhale as you raise your arms over your head as far as possible with palms pointing up. Exhale as you bring your hands down behind your back. Repeat five times

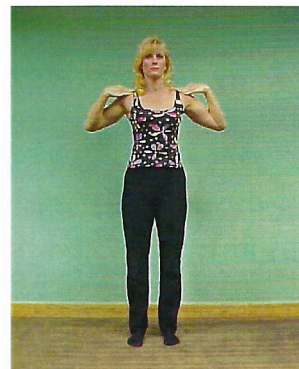
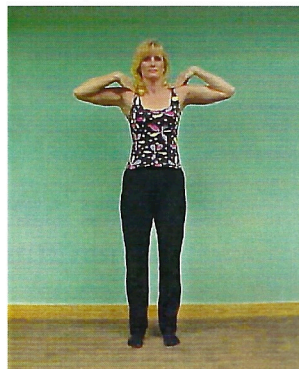


**Shoulder Extension:** Stand erect. Clasp hands behind your back and push them out as far as possible. Hold for a count of three. Repeat five times.

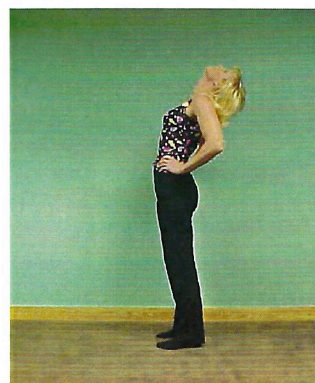
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**Shoulder Circles:** Place your hands on top of your shoulders and make big circles with your elbow. Circle five times forward and then five times backward.



**Back Extension:** Standing, put your hands on your hips and lean back. Repeat five times.



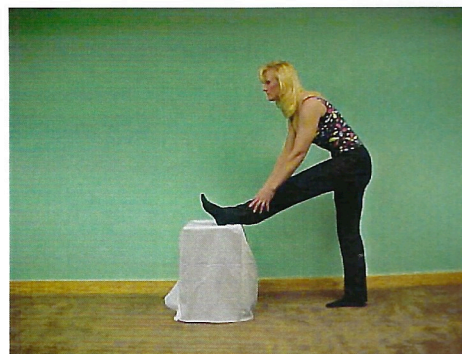
**Low Back Flexion:** Sit in a chair with your knees shoulder width apart. Tip your chin to your chest and place your arms between your knees. Slowly lean forward and touch the floor. Repeat five times.

---





**Hamstring Stretch:** Place your heel on a chair and pull your toes toward your head. Keep your chin up and your back straight as you slowly lean forward until you feel a stretch in the hamstring and calf muscles. Hold this position for ten counts, then repeat with opposite leg.

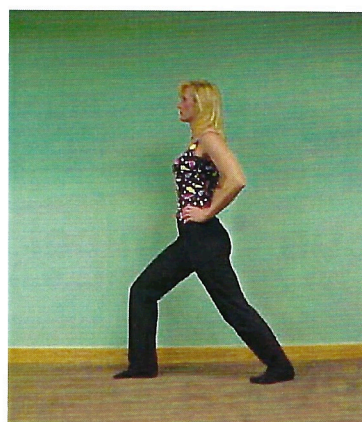


**Hip Flexor and Quad Stretching:** While standing, hold on to the back of a chair, grab your right ankle with your left hand and pull your heel towards your right buttock. Do not bend forward and do not arch your back. Hold this position for ten counts, then repeat with the opposite leg.



---

**Heel Cord Stretching:** Place one foot forward and one foot back, keep your back heel on the floor and back foot pointing forward. Slowly lean forward until you feel stretching in your calf muscles. Hold this position for five counts, then repeat with the opposite leg.



### **In Conclusion**

You can prevent back injuries by following the information found in this chapter. To summarize, here is what can be done to prevent back injuries:

- ✓ Eliminate lifting tasks in the job whenever possible
  - ✓ Follow proper lifting procedures
  - ✓ Exercise and eat right to keep the body strong and flexible
-



# 4

## Hazardous Chemical Handling and Storage



### Hazardous Chemical Handling and Storage

#### Purpose

Nintendo and NMI have set up a program designed to protect employees who work with or near hazardous chemicals in the workplace, called the Hazard Communication Program. This program places the needed emphasis on identifying and communicating the presence of hazardous substances in the products and processes used in the work environment at Nintendo.



This program meets the requirements of state's Hazard Communication Standards in the areas of:

- \* Hazard Evaluation
- \* Labels and Warnings
- \* Material Safety Data Sheets (MSDS)

---

**\* Employee Information and Training**

## **CONTAINER LABELING**

The department Safety Committee Member will verify that all containers received for use within Nintendo and NMI will:

- ➡ **State the name and address of the manufacturer**
- ➡ **Be clearly labeled as to the contents**
- ➡ **Note the appropriate hazard warning (i.e., health, fire, reactivity, other hazards)**
- ➡ **Secondary containers or bottles must be clearly marked with product name. (see photo on page 4-4)**



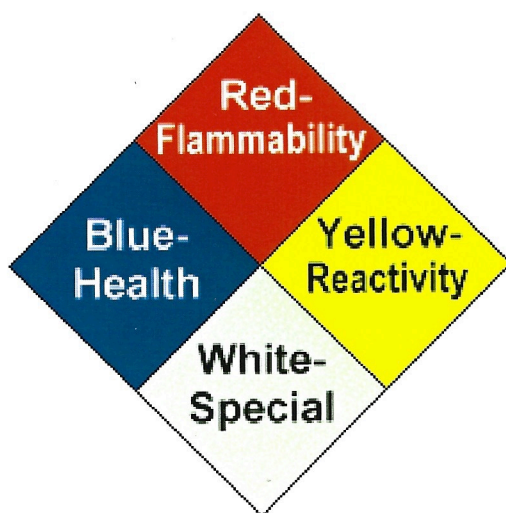


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## MATERIAL SAFETY DATA SHEETS

A Material Safety Data Sheet (MSDS) is a document that tells about each chemical in the workplace. The MSDS covers the following areas:

1. Name of product.
2. Name, address and phone number of manufacturer.
3. Emergency phone number.
4. Date the MSDS was prepared.
5. Hazardous ingredients and chemical information.
6. Limits on the amount of exposure to the chemical.
7. Physical and chemical characteristics.
8. Physical hazards, such as the possibility that the chemical will catch fire, explode, or react with other chemicals.
9. How the chemical enters the body and how it affects the body.
10. Information about cancer causing properties.
11. Emergency and first-aid procedures.
12. Ways to safely handle, use and dispose of the product.
13. Protective equipment needed when using the product.



---

## PROCEDURES

- ① The NMI Safety Committee member is responsible for obtaining an MSDS for each new product introduced into the work area and providing a copy to the MSDS custodian.
- ② The Materials Management Department is responsible for maintaining each MSDS for the company. Materials Management will review incoming data sheets for new and/or significant health and safety information. This new or significant information will be given to the appropriate departments for distribution to affected employees.
- ③ An MSDS will be obtained for all chemical products that contain hazardous (or non-hazardous) substances. All MSDS's must be obtained before the product is used to insure that all safety measures have been addressed and familiarization with potential hazards is achieved.
- ④ The Materials Management Department maintains a Master file of all MSDS's. MSDS's are available to employees upon request. Any NMI employee may obtain a copy of MSDS's by contacting their Safety Committee representative or Regional Manager.





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## Use of Chemicals

When using Chemicals the following things should be remembered and adhered to:

- Always use the recommended safety equipment e.g. gloves, goggles.



- Never mix chemicals! Some chemicals can cause serious health hazards when mixed together!

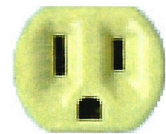


- Always wash your hands when you're finished using a chemical.



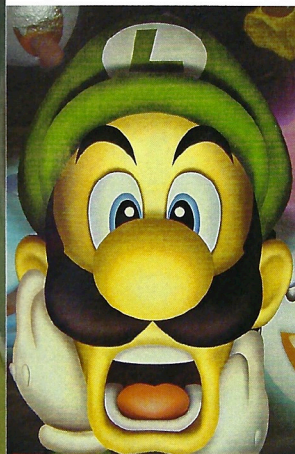
# 5

## Electrical Safety



### Purpose

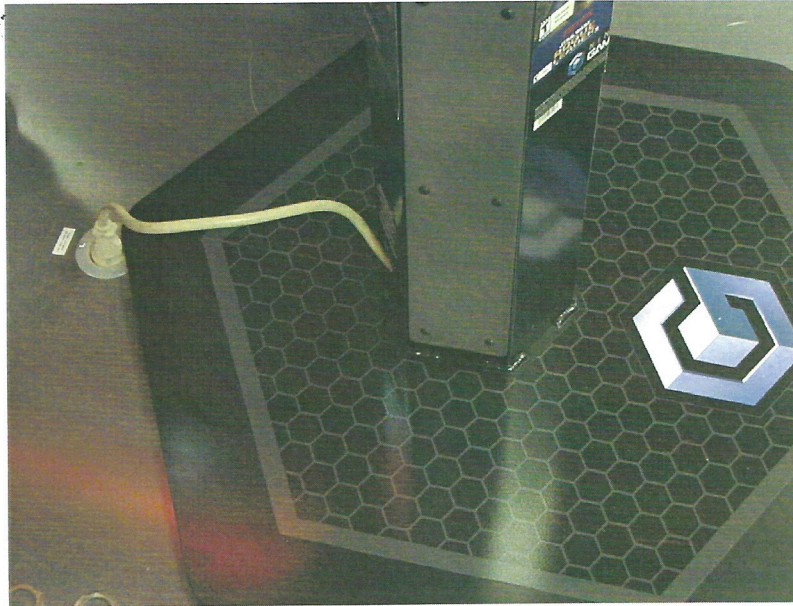
In the course of your job as an NMI Retail Representative, one of the tasks you will have to do is to update and repair Interactive Displays. Utilizing the following electrical safety guidelines will greatly minimize the potential for accidental burns, electrocution or other injury.



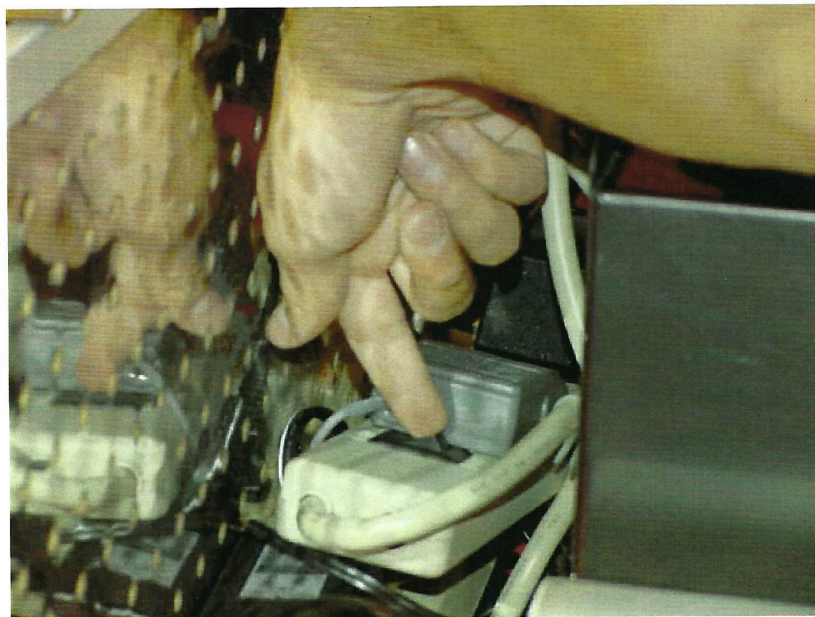


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✓ **UNPLUG THE DISPLAY.** Always remove high voltage (i.e., 110v.) supply by unplugging the display before removing any access covers, replacing electrical components or lamps.



✓ A power strip can be used to remove power when the plug is inaccessible. Ensure you tape the switch in the "off" position to prevent the accidental application of power.



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✓ Leave the Main Power "on" when accessing a Game Deck for software or controller replacement. You only need to turn the Game Deck itself off for these functions.



✓ Plug the display in or turn the power strip on only AFTER access covers, light bulbs, etc., have been replaced.





✓ NEVER remove a television or monitor housing. These units store several thousand volts of electricity *even when the power is off*. This task is best left to the professional service technicians.



✓ Remove all jewelry prior to opening any display.

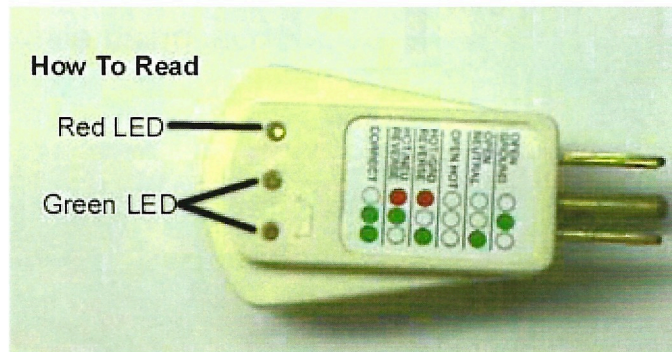


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# ELECTRICAL TESTING

## 3-Wire AC Outlet Analyzer

- Used to check for faulty wiring on 3-wire receptacles.
- Easy to read results key printed right on the tester. This allows the results to be shown to store personnel
- This is **not** a comprehensive diagnostic instrument. It is a tool to be used to indicate to store personnel the need for a qualified electrician to check the electrical circuit.
- All equipment on the branch circuit must be unplugged to get an accurate reading.



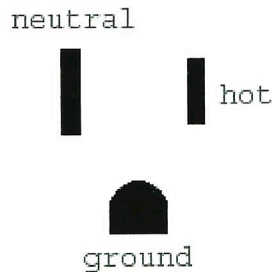
Indicator	Fault	Reason for Wiring Fault
○ ● ○	Open Ground	Ground contact not connected
○ ○ ●	Open Neutral	Neutral contact not connected
○ ○ ○	Open Hot	Hot contact not connected
● ○ ●	Hot Ground Reverse	Hot and ground contacts interchanged
● ● ○	Hot Neutral Reverse	Hot and neutral contacts interchanged.
○ ● ●	Correct	Receptacle is wired correctly



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## WORKING SAFELY WITH ELECTRICITY

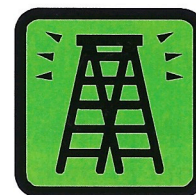
- Every cord/power strip should have three prongs on it and be plugged into outlets which accept all three. (This will ensure all hardware is properly grounded.)
- If you find an electrical problem (cut, damaged, frayed cords, black marks on an electrical socket etc.), contact DOTS immediately if it relates to a display unit. If there is a problem with the store cords or sockets, be sure to notify their management immediately. Never use a power cord where the third (ground) prong has been removed or broken off.



- When handling fluorescent bulbs it is **mandatory** to wear Kevlar gloves and goggles. (Also be sure the power is off.)
- When trouble shooting a problem have the power on. When affecting the repairs, turn the display off.
- Static shock, or shock? A single zap indicates a static shock, such as one you would get by touching a TV screen or rubbing your feet on carpet. A consistent flow of electricity indicates a shock caused by an electrical malfunction.
- When cleaning a TV monitor be sure to turn it off first. Also be aware that even though it is off, you may still get a short static charge from it which may startle you. This static charge should have been short and a one time event, so you may continue cleaning. If there is a consistent shock each time you touch it, be sure to notify DOTS immediately.

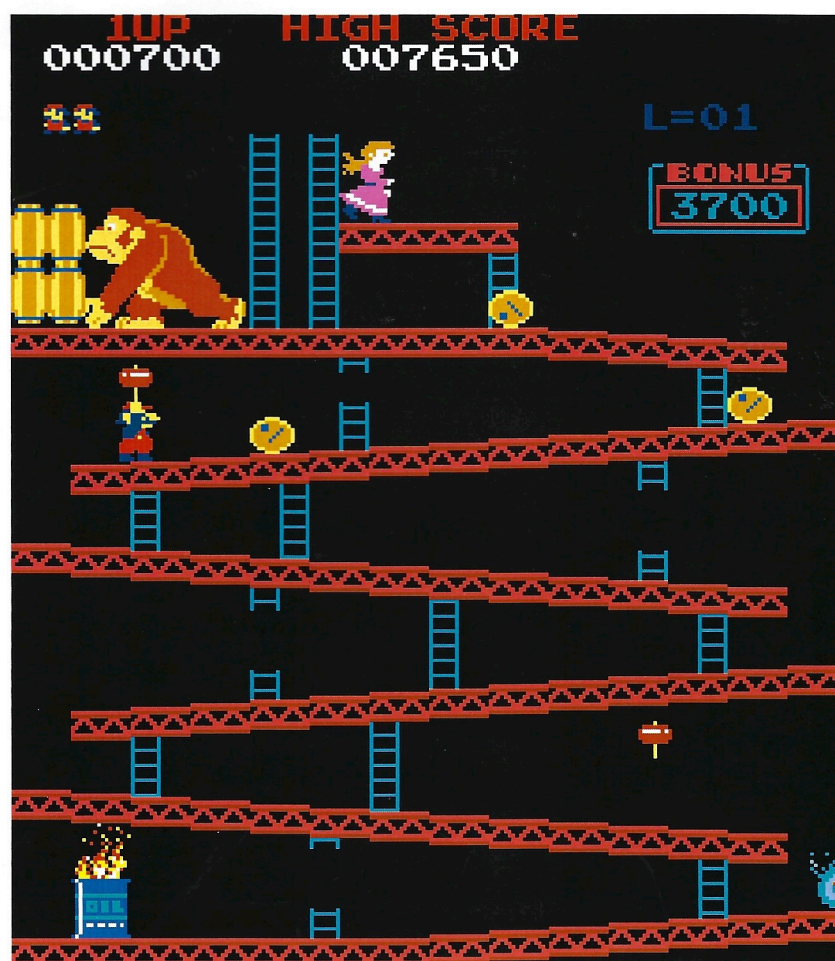
# 6

## Ladder Safety



### Purpose

Ladders can make your work easier and faster -- *if* you use them with safety in mind. The guidelines on the following pages will help prevent a fall from occurring while using ladders.





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# Ladder Safety

The following guidelines will prevent a fall from occurring while using ladders:

- ★ Wear the proper shoes. NMI Appearance Guidelines were created with your safety in mind and require specific footwear for your protection. Shoes with high heels, open toes and sling backs pose a risk when climbing ladders and must be avoided.
- ★ Always inspect a ladder before using it. Be sure it is in good condition and free of hazards.
- ★ Follow the ladder manufacturer's instructions.



- ★ Use the right ladder for the job.





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- ☆ Make sure it is tall enough to reach the area where you need to work.



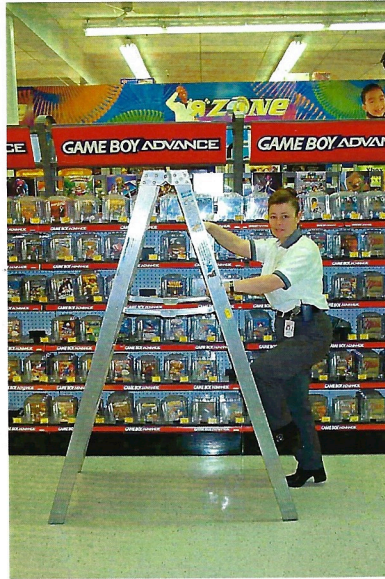
- ☆ Never stand on the top rung or the top two steps (if instructions say so). Ladders may become unstable under these conditions.



- ☆ Do not use if it is missing a rung, broken or very weak.
-



- 
- ★ Make sure the ladder is on stable ground.



- ★ Never place a ladder in front of a door which opens toward the ladder, unless the door is locked, guarded or barricaded.
- ★ Do not use metal reinforced ladders near energized circuits.
- ★ Move the ladder as close to your target as possible.
- ★ As much as possible, avoid climbing up and down ladders while carrying tools or materials.
- ★ Never reach sideways more than an arm's length. This makes the ladder unstable.
- ★ Request help when pulling heavy materials down off a shelf.





## Personal Safety/Security



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### Purpose

Every day you take precautions to make your life safer. You lock your doors, perhaps you have an alarm system at your home, maybe you think twice before walking alone outside at night. Whatever safety precautions you take, they are more than likely part of your daily routine.

Business travel, however, presents a whole new set of circumstances that you don't deal with on a daily basis. Yet, as with your normal day to day activities, business travel also requires certain precautions.

For starters, more than likely you'll be traveling alone. In addition, you'll probably be traveling in unfamiliar territory -- cities, stores, malls, etc.

While many businesses, malls, airlines, hotels, and the like are very security-conscious, the fact of the matter is that you need to be proactive about your personal safety and well-being.

Most criminals are opportunistic. They look for an "easy target." We've compiled some practical, common-sense tips to help you take yourself out of that category.





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## BEFORE YOU LEAVE



- If you're uncomfortable traveling at night, start your day early. Plan your schedule so that you complete your work as much as possible during daylight hours.
- Give your itinerary to a supervisor, colleague and/or family member. It's always a good idea for someone else to know your entire schedule. That way you can be located at all times, and the person with your itinerary will be alerted if you're not where you're supposed to be at a given time.
- Pack as lightly as possible. Don't allow yourself to be distracted with bulky luggage.
- Clothing should be comfortable, yet still professional. Women should avoid high heels.
- Clean out your purse and/or wallet. Carry only the identification and credit cards that you really need. Keep copies at home of the credit card numbers and other documents that you bring with you.
- Have the phone numbers of credit card companies with you in case you need to cancel any cards immediately.
- Anticipate your need for prescription medications and ensure you bring them with you. Also keep a list of any drugs you may be allergic to on your person. Finally, leave a list of unusual medical conditions or allergies at your office and home where they can be found easily.
- Know where and how to find emergency medical assistance wherever you're going.
- Know where the hospitals are and what the restrictions on your medical insurance are.
- Know the number to summon police, fire or medical assistance quickly.
- Wear a cheap watch. You won't mind so much if you lose it and you won't attract a mugger's attention with it.
- The same goes for flashy jewelry. Don't attract unwanted attention!
- Have a map handy of where you're going. Mark location of your business destination, AND of police and fire stations and hospitals.
- Ensure that your car is in good working order, with plenty of gas.
- Carry emergency equipment with you, such as a first aid kit, fire extinguisher, flares, jumper cables, spare tire and jack, blankets and water, etc.

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## WHILE DRIVING



- Lock your vehicle doors.
  - Keep windows closed (or only cracked, if necessary).
  - Don't pick up hitchhikers.
  - If you are being followed, don't drive directly home. Instead, drive to the nearest police station, fire station, hospital emergency entrance, restaurant, or other public place.
  - Be alert to possible phony "distress" signals, especially if you didn't see the accident happen. Be careful that being a good Samaritan is not a prelude to your being a robbery or assault victim. If you truly want to help, you can more safely call or go elsewhere, sending authorities back to the scene.
  - Keep your car in good running order and fueled up. Try to maintain at least a half tank of gas.
  - Don't leave purses, briefcases, laptop PC's, etc. on the seat beside you. Place them in the vehicle trunk or at least on the floor.
  - Don't leave personal information, such as identification, address books, etc., in your vehicle.
  - Do not stop for someone flashing their headlights at you. Legitimate police use red and/or blue lights. If someone honks and waves and points at some part of your car, indicating some sort of a problem, drive to the nearest police station, fire station, hospital emergency entrance, restaurant, etc.
  - Don't be tricked into getting out of your vehicle. If rear-ended in a remote area, motion to the other driver to follow you to a well-lit and populated area. Keep a cell phone with you, even if it's just a cheap one designated for emergencies only. Don't be afraid to use it.
  - Avoid road rage:
    - Don't take your eyes off the road
    - Avoid eye contact with an aggressive driver
    - Stay cool if provoked and don't react
    - Keep your distance from drivers who behave erratically
    - Don't take traffic problems personally
    - Don't make obscene gestures
    - Don't tailgate
    - Use your turn signals
    - Use your horn sparingly
    - Create a relaxing and comfortable environment in your car (relaxing music, etc.)
-



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## IN PARKING LOTS



- Look for a well-lit area to park.
  - Park as close to the building as possible.
  - Avoid parking near suspicious-looking individuals or occupied vehicles.
  - Look around the car before you get out, especially after dark or in deserted areas such as underground parking lots.
  - ALWAYS lock your car.
  - Conceal or cover Nintendo-branded supplies and materials. These can be magnets for theft.
  - Do not leave valuables or personal identification in the vehicle.
  - If you must leave your key with a parking lot attendant, leave only your ignition key, never your house keys.
  - While you walk:
    - Walk with confidence and purpose
    - Stay in well-lighted areas; avoid doorways, shrubbery and remote or out-of-sight areas
    - Walk near the curb to avoid the element of surprise or someone hiding by doorways and shrubs
    - Stay out of reach if a vehicle stops beside you
    - Be wary of approaching strangers
    - Avoid carrying large sums of money on you
    - Carry your purse and/or other bags close to your body, without wrapping the straps around your arm or hand
    - If followed, cross the street, change directions, look for a safe place to go, call the police. Try to obtain a description of the person or vehicle
    - If still followed, run.
  - If leaving after dark, consider asking Security to escort you to your vehicle.
  - Have your keys ready as you leave the building and approach your car.
  - Before getting back into your car, check the back seat and floors for anyone hiding there.
  - Report any crimes you observe in the parking lot.
  - If you have car trouble in the parking lot, never accept a stranger's help. Return to a populated area and find a phone or security officer.
-

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## IN MALLS AND STORES



- 95% of mall crime is directed at women.
- Know how to contact store or mall Security. If you carry a cell phone, keep their number handy.
- Be aware of pickpockets and swindlers.
- Avoid expensive looking (as opposed to professional) clothing and keep jewelry to a minimum (the more affluent you appear, the more you're a target).
- ALWAYS be aware of your bags, purses, etc. Straps are easily cut and property taken if you're not paying attention.
- In restrooms, avoid placing bags, purses, etc. on the floor where they may be snatched easily.
- If anyone bumps you or brushes against you in a mall or store, immediately check for your purse or wallet. Try to see who bumped you.
- If you do lose your purse or wallet, report it at once and insist that mall employees help search for it. Usually cash and credit cards are removed and the wallet is discarded.
- If a bag or purse with keys in it is taken, change your locks.
- Be aware of, and wary of, groups of teens.
- Be very aware of scams designed to get you outside, where you can be abducted. One such scam is for a man to come running up to you frantically stating that his child is outside and needs medical help. In a recent test, 15 out of 15 women fell for this one and went outside with the man. A better option is to call for help on your cell phone.



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## SELF-PROTECTION IF CONFRONTED OR ASSAULTED



- Stay calm and THINK before you react. YOUR MIND IS YOUR MOST EFFECTIVE WEAPON.
- Remember attacker's weak points: eyes, nose, throat, solar plexus, groin, knees, shins, toes.
- Remember natural weapons you have at your disposal: keys, fingernails, teeth, elbows, feet.
- Strike quickly and violently, if that is your choice. Don't wait around for the suspect's next move.
- Scream, blow a whistle, make noise.
- If someone tries to force you into a vehicle, you MUST fight! **NEVER get into the vehicle!**
- If a robber demands your valuables, give them up. They're not worth your life.
- Your best defense is escape.
- Use your feet to escape, or if you can, use your vehicle to escape. Remember that your car is also a handy weapon, if necessary.

***The best weapon against crime is  
knowledge.***

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# 8











## Safe Driving



Driving is a privilege and a responsibility. A driver must obey the traffic laws and must be prepared to react to other drivers and driving conditions. This chapter provides you with important driving tips.

### Aggressive Driving (Road Rage)






**What is aggressive driving?** Aggressive driving is the operation of a motor vehicle in a manner that endangers or is likely to endanger persons or property. Persons doing any of the following may be committing acts of aggressive driving.

-  Speeding
-  Running red lights and stop signs
-  Tailgating
-  Passing on the shoulder of the road
-  Cutting off another vehicle
-  Slamming on brakes in front of a tailgater
-  Improper hand or facial gestures at other drivers
-  Yelling
-  Repeatedly honking the horn
-  Repeatedly flashing headlights











**Avoid aggressive drivers.** Aggressive driving is a serious problem which is responsible for many traffic accidents and fatalities. It is to your benefit to avoid aggressive drivers and potentially dangerous situations. If you encounter an angry or aggressive motorist:

-  Do not retaliate or in any way engage the other driver. Get out of the way.
-  Don't make eye contact.
-  Keep your doors locked and your windows up.
-  Keep enough space between you and the vehicle in front of you to pull out from behind.
-  Do not underestimate the other driver's potential for aggression.

**Don't become an aggressive driver.** Anyone can become an aggressive driver. Don't let stress and frustration get the best of you while driving.

-  Be patient and courteous.
-  Do not drive when angry, overtired, or upset.
-  Allow extra time to get to your destination.
-  Listen to relaxing music or books on tape.
-  Give other drivers the benefit of the doubt - all drivers make mistakes.
-  Avoid all conflict, even if you are right.

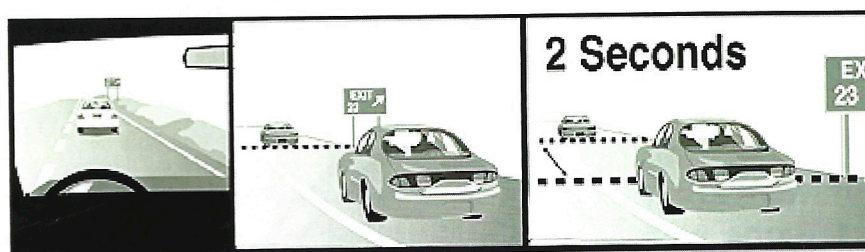
## **Alert Driving (Concentration and Defensive driving)**

**CONCENTRATION:** Operating a vehicle safely demands that the driver concentrate on driving. You should be rested, calm and not under the influence of alcohol or other drugs. Exercise your eyes by reading road signs or shifting the focus of your eyes to different parts of the roadway. Make sure you are properly rested.

**DEFENSIVE DRIVING:** Plan ahead for the unexpected. Always be prepared to react to the other driver. Do not think you know what he or she is going to do. If you cannot avoid a crash, remain calm and try to choose the least dangerous situation. For example, running into a ditch is less dangerous than a head-on collision. Also, your chances of survival are greater if your vehicle is in good mechanical condition.

## Vehicle Following Distances

**TWO-SECOND RULE:** Following a vehicle too closely is called "tailgating." Use the two-second rule to determine a safe following distance. Select a fixed object on the road ahead such as a sign, tree or overpass. When the vehicle ahead of you passes the object, count "one-thousand-one, one-thousand-two." You should not reach the object before you count to one-thousand-two. If you do, you are following too closely. Most rear end collisions are caused by the vehicle in back following too closely.



The two-second rule also applies to your speed when you are on a good road and during good weather conditions. If the road and/or weather conditions are not good, increase your distance to a four or five-second count. If you are being tailgated, move to another lane or slowly pull off the road and allow the vehicle to pass.

Two-Second Rule		
Vehicle Speed	Approximate Feet Vehicle will Travel in 1 Second	2 Second Rule Distance
25 m.p.h.	37 ft.	74 ft. back
35 m.p.h.	52 ft.	104 ft. back
45 m.p.h.	66 ft.	132 ft. back
55 m.p.h.	81 ft.	162 ft. back



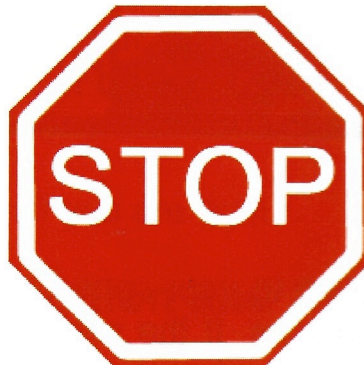
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## Vehicle Speed

**MINIMUM AND MAXIMUM SPEEDS:** A driver should use common sense when driving. Driving too fast or too slowly may create a dangerous situation. Regardless of the posted speed limit, weather and traffic conditions may make it necessary to drive more slowly.



However, driving too slowly can also be dangerous. Your speed should be adjusted for the conditions and match the flow of traffic, as long as it does not surpass the maximum posted speed.



**STOPPING:** The ability to stop your car safely should be considered when deciding your speed. You should consider:

- how quickly you can react physically and mentally.
- the type and condition of the roadway. It will be more difficult and take longer to stop on wet asphalt.
- the kind of tires you are using and the condition of their tread. Large, wide tires with good tread will stop a vehicle faster than small, narrow tires with little tread.
- the type, condition and adjustment of your brakes.
- the direction and speed of the wind. A strong tail wind can make it very difficult to stop.
- vehicle design, weight distribution, suspension and shock absorbers.

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## Vehicles and Trains

Crashes involving vehicles and trains can be prevented. Approaching and crossing railroad tracks require drivers to take extreme caution. Here are important laws and safety tips:



**WARNING SIGNS:** Railroad crossings are marked with one or more of the following signs:

- A round railroad advance warning sign means a crossing is ahead. In rural areas, this sign is posted 750 ft. before the tracks. It warns you to look, listen and slow down.
- In front of the railroad crossing, the pavement is marked with a large X and two R's. A solid yellow line means you may not pass another vehicle as you near the tracks.
- Crossbuck signs are posted at most tracks. The sign will indicate if there is more than one track.
- Flashing lights always mean a train is near. Always stop when the lights begin to flash.
- Some crossings are equipped with gates. Always stop when the gates begin to lower. It is against the law to drive through, around or under these gates.

**DRIVE CAREFULLY:** When crossing a railroad track, be especially careful! Drive as though you expect a train on any track at any time.

**SECOND TRAINS:** More than one train may be on the tracks. After one train has passed, always look for a second train on another track before proceeding.

**NEVER GET TRAPPED:** Sometimes you may be moving with a stream of vehicles across a railroad track. Check carefully to make sure there is enough



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room for your vehicle on the other side of the track. If there is not enough room, do not cross the tracks.

**NEVER SHIFT GEARS:** If your vehicle has a manual transmission, shift down before reaching the tracks. To avoid stalling, you should not change gears while crossing the track.

**NEVER RACE A TRAIN:** Trying to race a train may cost you your life and those of your passengers. **DO NOT** race a train to a crossing.

**SOME VEHICLES MUST STOP:** Some vehicles must stop at railroad crossings. These include commercial vehicles carrying people for hire, school buses and vehicles carrying hazardous material. Be prepared to stop when you are behind these vehicles.

Remember, crashes involving trains and vehicles are usually caused by carelessness. Always stop, look and listen for trains. Extra safety may save your life.

## **Weather Conditions**

Weather can create a driving hazard. Special care must be taken in fog, rain, high winds and winter driving conditions.

**FOG:** It is best not to drive in fog, when it causes significantly reduced line of sight. If you must drive in fog, take the following precautions:

- Slow down. If you see headlights or taillights, slow down even more. A driver may be driving in the center of the roadway or may be stopped or barely moving.
- Drive with your headlights set on dim, or use fog lights.
- Do not overdrive your headlights. Stay within the limits of your vision. You may have to stop suddenly. If the fog is too dense, pull off the roadway and stop. Do not drive at five or 10 miles per hour.
- Use your turn signal long before you turn and brake early when you approach a stop to warn other drivers.

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**RAIN:** When rain begins to fall lightly, water, dust, oil and leaves cause the roadway to become slippery. When this happens, increase your following distance. Take special care on curves and turns and while braking. Your headlights must be on when operating your wipers. Parking lights are not acceptable.



When rain begins to fall heavily, your tires may "hydroplane." This means the tires are riding on top of a layer of water and not on the road-way. Avoid hydroplaning by slowing down. If you skid while hydroplaning, try to regain control of the vehicle. Otherwise, release the accelerator and ride out the skid.

**HIGH WINDS:** Wind can be a difficult problem for all drivers. In high winds, you should reduce your speed and make steering corrections when you go from a protected area to an open area and when meeting large vehicles such as trucks and buses. Heavy rain or sleet often accompanies high winds. You should be alert to wet or slippery areas and plan for those conditions.



**WINTER DRIVING:** Winter is the most difficult driving season due to many reasons, including ice, snow, lower temperatures and fewer daylight hours. When driving in winter conditions:

- drive slower and increase your following distance. Roadway conditions may vary depending upon the sun, shade or roadway surface.



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- remove all snow and ice from your vehicle. Clear all windows, and do not start driving until your windshield is defrosted and clear. Be sure you have non-freezing windshield washer liquid and that your headlights and taillights are visible.
  - be sure your vehicle is maintained properly. Lights, brakes, windshield wipers, defrosters, radiator and other parts should be in good working order. – use snow tires and/or chains (where allowed). Snow tires give you extra traction, and chains increase safety on snow or ice packed roads. Neither tires nor chains allow you to drive on bad roads at normal speeds.
  - start slowly. Gentle braking, in slow, steady strokes, helps you find out how much traction you have. Begin braking early when you come to an intersection or a stop.
  - approach bridges, shaded spots, overpasses and turns slowly. They may remain icy after the rest of the roadway is clear and dry.
  - plan your winter driving. Carry a blanket, food and other survival equipment, such as a shovel, in your vehicle in case you become stranded. If you become stranded, remain in your vehicle. Run your engine only for brief times, and open your window to prevent carbon monoxide poisoning. Make sure your vehicle tailpipe is free of snow and debris.

**NIGHT DRIVING:** Night driving is difficult because things may appear differently than in daylight. Also, glare from lights may interfere with vision. Courtesy and common sense should be used when driving at night. Remember:

- Never overdrive your headlights. Always keep them clean and aimed properly. Use them at dusk and dawn. Bright lights must be dimmed 500 ft. before meeting an oncoming vehicle or 300 ft. before passing a vehicle.
- If street lights cause a lot of glare, dim your dashboard lights and use your sun visor. Avoid using any other light inside your vehicle.
- Roadway signs are more difficult to see at night.
- Use edge lines and center lines of the roadway as guides.
- Do not stop on the roadway. If you must stop, carry and use a red warning light.

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# 9

## Emergency Procedures During Natural Disasters

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### PURPOSE

In the event of an emergency, knowing the proper procedures can make the difference between a serious injury (or even death) and a "close call." A quick and appropriate response to the situation requires knowing the correct steps to be taken. Following these guidelines will reduce your risk of injury in a natural disaster.





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# EARTHQUAKE PROCEDURES

## Indoors

When you feel an earthquake, duck under a sturdy desk, table or other piece of sturdy furniture or equipment. If you are in a warehouse-type retail store between high-piled stock racks, move quickly under the bottom rack shelf. Unsecured items will fall off the racks and into the aisles. Stay away from windows, bookcases, file cabinets, tall furniture, heavy mirrors or paintings and other objects that could fall. Watch out for falling plaster, lighting fixtures or ceiling tiles. Stay under cover until the shaking stops; including aftershock. If no desk or table is available, seek cover against an interior wall and protect your head and neck with your arms. If you are under a desk or table and it moves, move with it. Hold your position until the ground stops shaking and it is safe to move. Do not rush outside during an earthquake. Most injuries occur as people are exiting buildings from falling glass, plaster, bricks, debris, and electrical lines. Stay put and keep your body protected at all times during the shaking!



## Outside

If you are outside, remain there. Move into the open. Move away from overhangs, light poles and trees. Remain in the open and away from all structures.



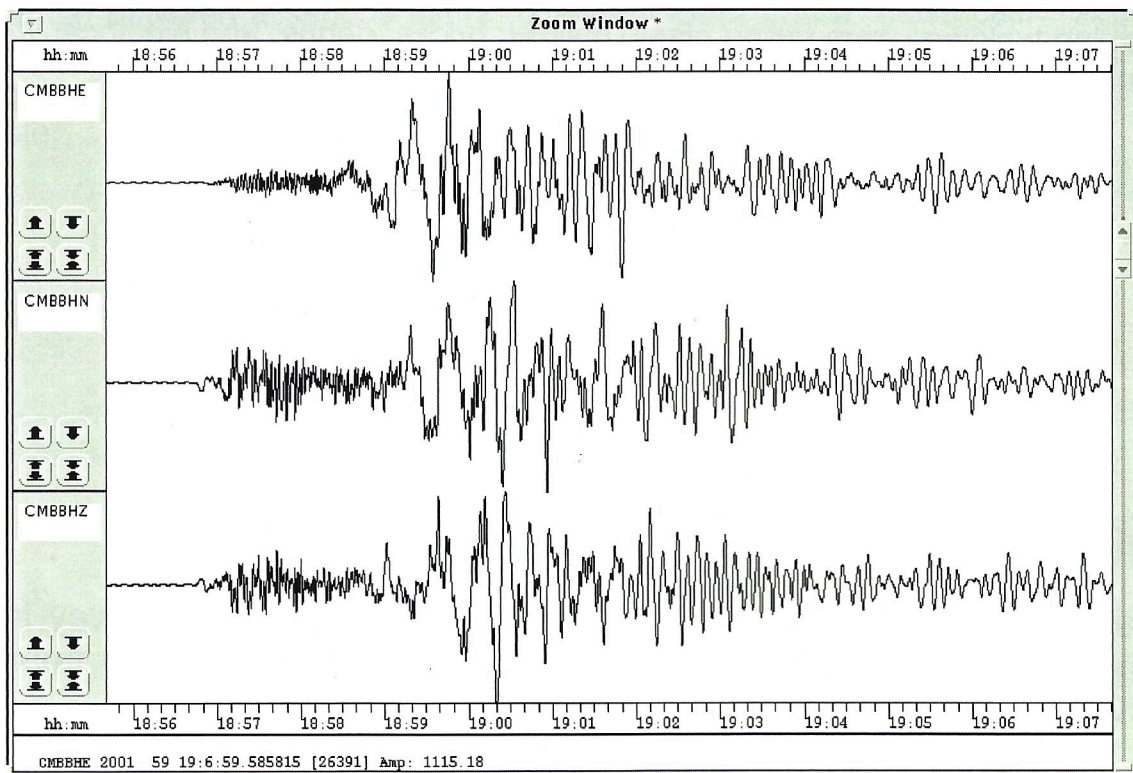
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## After the Earthquake

After the earthquake, remain calm. Take whatever actions necessary to prevent injuries and further damage. Check yourself and people around you for injuries. Do not attempt to move seriously injured people unless they are in immediate danger of further injury. Provide first aid where necessary. Do not panic and do all that is possible to calm others. Move cautiously and observe your surroundings for hazardous situations.

## Aftershocks

Aftershocks may occur moments after an earthquake with nearly the same force as the original quake. Be prepared, and protect yourself first.





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# TORNADO PROCEDURES

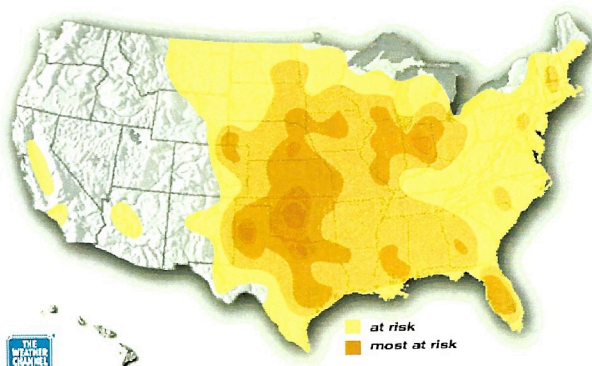
Although tornadoes occur in many parts of the world, these destructive forces of nature are found most frequently in the United States east of the Rocky Mountains during the spring and summer months. In an average year, 800 tornadoes are reported nationwide, resulting in 80 deaths and over 1,500 injuries. A tornado is defined as a violently rotating column of air extending from a thunderstorm to the ground. The most violent tornadoes are capable of tremendous destruction with wind speeds of 250 mph or more.



## Terms to Listen For:

- **Tornado Watch:** Weather conditions favor the development of tornadoes.
- **Tornado Warning:** A tornado has been sighted or observed on radar.

**TORNADO INCIDENCE MAP**  
*Areas which are most at risk*



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**If a warning is issued or threatening weather approaches:**

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√ In a home or building move to a pre-designated shelter, such as a basement. Go to interior rooms and halls on the lowest floor.

√ In a mall or store, stay away from glass enclosed places or areas with wide-span roofs such as auditoriums, theaters, and warehouses. Crouch down and cover your head. Deaths have occurred in large, single story department stores. They have occurred inside a building when the wide span roof or brick walls, collapsed. A corner of a building would be safer than the center of a wall or roof. A bathroom, closet, office, or maintenance room with short walls are the safest area, especially if it's on the north or east side of the building.

√ If an underground shelter is not available, move to an interior room on the lowest floor. Remember to put as many walls between you and the outside as possible.

√ Stay away from windows.



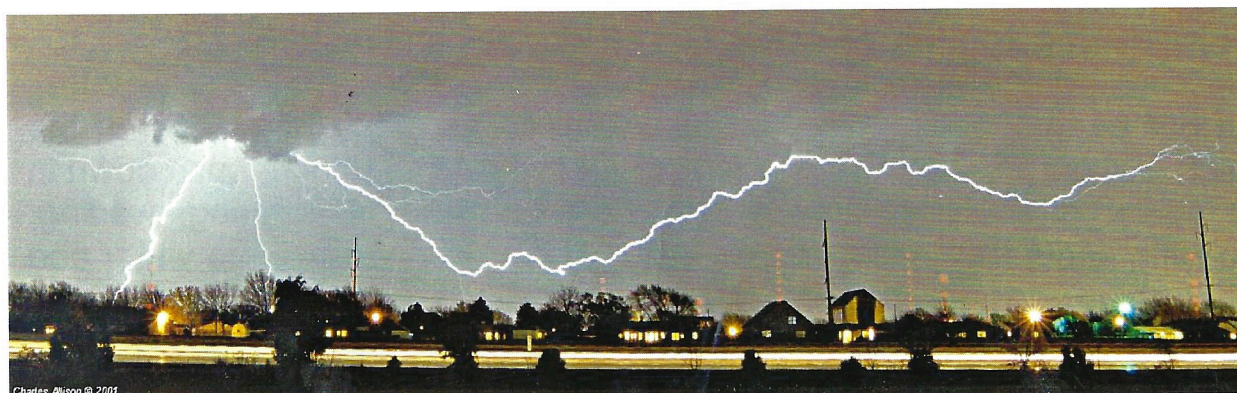
√ Get out of automobiles. If you are in a car, and you can see a tornado forming or approaching, you should leave the car and take shelter as described above; inside a building if possible. You may think you can escape from the tornado by driving away from it, but you can't know what you may be driving into! A tornado can blow a car off a road, pick a car up and hurl it, or tumble a car over and over. Many people have been killed in cars while they were trying to outrun the tornado, and although it is sometimes possible to escape, it is generally not a good idea. If there are no buildings around or accessible, you should lie flat in the nearest depression such as a ditch, curb or ravine away from power lines, buildings and trees.

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# Lightning Safety



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Every thunderstorm has lightning. In fact there are more than 40 million lightning strikes every year in the contiguous United States, with more than 100 fatalities due to lightning. The toll may be worse, as recent studies have shown that many lightning accidents are not reported.

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## Safety Rules (while outdoors)



**Postpone activities promptly. Don't wait for rain.** Many people take shelter from the rain, but most people struck by lightning are not in the rain! Go quickly inside a completely enclosed building, not a carport, open garage or covered patio. If no enclosed building is convenient, get inside a hard-topped all-metal vehicle.



**Be the lowest point. Lightning hits the tallest object.** In the mountains if you are above tree line, **you** are the highest object around. Quickly get below tree line and get into a grove of small trees. Don't be the second tallest object during a lightning storm! Crouch down if you are in an exposed area.



**Keep an eye on the sky.** Look for darkening skies, flashes of lightning, or increasing wind, which may be signs of an approaching thunderstorm.



**Listen for the sound of thunder.** If you can hear thunder, go to a safe shelter immediately.



**If you can't get to a shelter, stay away from trees.** If there is no shelter, crouch in the open, keeping twice as far away from a tree as it is tall.



**Avoid leaning against vehicles.** Get off bicycles and motorcycles.



**Get out of the water, it's a great conductor of electricity.** Stay off the beach and out of small boats or canoes. If caught in a boat, crouch down in the center of the boat away from metal hardware. Swimming, wading, snorkling and scuba diving are not safe. Lightning can strike the water and travel some distance beneath and away from its point of contact. Don't stand in puddles of water, even if wearing rubber boots.



**Avoid metal!** Drop metal backpacks, stay away from clothes lines, fences, exposed sheds and electrically conductive elevated objects. Don't hold on to metal items such golf clubs, fishing rods, tennis rackets or tools. Large metal objects can conduct lightning. Small metal objects can cause burns.



**Move away from a group of people.** Stay several yards away from other people. Don't share a bleacher bench or huddle in a group.

### **Safety Rules (while indoors)**



**Avoid using corded phones when possible.**



**If possible avoid contact with electrical equipment or cords.** If you plan to unplug any electronic equipment, do so well before the storm arrives.



**Avoid contact with plumbing.** Do not wash your hands, do not take a shower, do not wash dishes, and do not do laundry.



**Stay away from windows and doors, and stay off porches.**



**Do not lie on concrete floors and do not lean against concrete walls.**

## **FLOOD SAFETY**



Knowing what to do and taking safety measures during heavy rains and severe weather, flash flooding or flooding, could save your life and the lives of your family.



During a thunderstorm or heavy rain watch for rising water levels. If you live in a low lying area, know where high ground is and how to get there quickly.

Stay tuned to radio or television news stations for weather updates and official information.

**REMEMBER:** A **WATCH** means take caution and a **WARNING** means take action.



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☒ Obey barricade warnings! You are putting your life and the lives of your family at risk when you ignore road warnings or disobey warning signs.

☒ No matter how clear the barricade warning, or how shallow the water on the road looks - don't drive into low lying areas. Defensive driving and obeying signs could save your life and the lives of your family.

☒ Avoid low water crossings during and after heavy rains and flooding. Find an alternate route!

☒ Keep alert for signs of rapidly rising water after heavy rains. Drive defensively at night when warnings may go unnoticed or when darkness makes it hard to find an escape route.

☒ Six inches of water can knock a person down. Two feet of water will carry away most vehicles. What looks like two feet of water over a road may in fact be five or six feet. Although one vehicle successfully passes through a flooded crossing, there is no guarantee that the next vehicle will be able to safely cross the water.

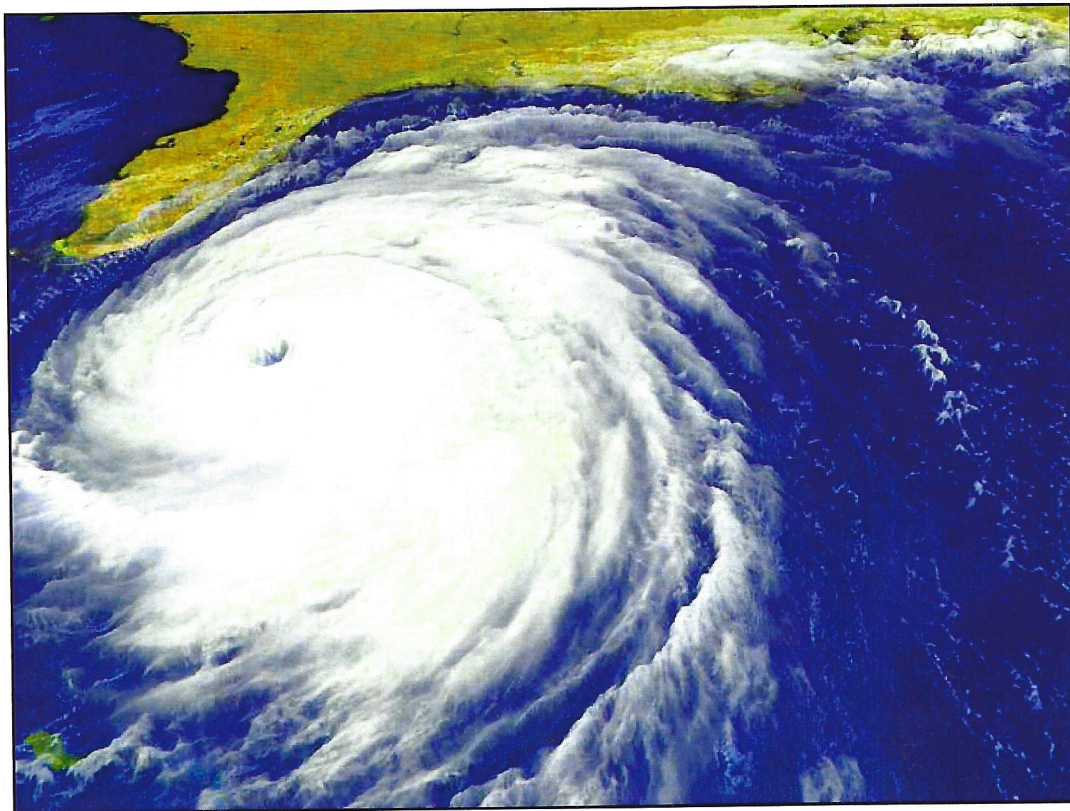
☒ Abandon your vehicle if water begins rising over the road, or if your vehicle stalls. Be careful as you exit the vehicle so that you are not swept away or fall into a ditch. Remember - if there is water over the road, the drainage ditches will be full! The water may be much deeper than anticipated. Seek higher ground immediately.





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## HURRICANE PROCEDURES



Hurricanes can cause damage in a multitude of ways. From tornadoes to storm surges and flooding; homes, property or life can be placed in jeopardy. This section will assist you in ways you can reduce the risk of injury or death to yourself and your family.

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# Hurricane Impacts

## Storm Surge

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Storm surge is a large dome of water often 50 to 100 miles wide that sweeps across the coastline near where a hurricane makes landfall. The surge of high water topped by waves is devastating. The stronger the hurricane and the shallower the offshore water, the higher the surge will be. Along the immediate coast, storm surge is the greatest threat to life and property.

## Storm Tide

The storm tide is the combination of the storm surge and the astronomical tide. If the storm surge arrives at high tide, the water height will be even greater. For example, as a hurricane moves ashore, a 15-foot surge added to the 2-foot high tide creates a storm tide of 17 feet. This mound of water, topped by battering waves, moves ashore along an area of the coastline as much as 100 miles wide. The combination of the storm surge, battering waves and high winds is deadly and causes great property damage.



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## Winds

Hurricane-force winds, 74 mph or more, can destroy buildings and mobile homes. Debris, such as signs, roofing material, siding, and small items left outside, become flying missiles in hurricanes. Winds can stay above hurricane strength well inland. **Stay away from windows!**

### During the Storm

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- ☒ Frequently listen to radio and TV or for official bulletins of the storm's progress.
- ☒ Complete preparation activities, such as putting up storm shutters, storing loose objects, etc.
- ☒ Follow instructions issued by local officials. **Leave immediately if told to do so!**
- ☒ If evacuating, leave early (if possible, in daylight). Stay with friends or relatives, stay at a low-rise inland hotel/motel, or go to a pre-designated public shelter outside a flood zone.
- ☒ Leave mobile homes.
- ☒ Take pets with you. Leaving pets behind is likely to result in their being injured, lost or killed.
- ☒ Move to a safe area before you are cut off by flood water.
- ☒ Turn off propane tanks.
- ☒ Unplug small appliances.
- ☒ Fill bathtub and large containers with water for sanitary purposes.

### Staying Home (During the Storm)

Only stay in a home if you have NOT been ordered to leave. Stay inside a well constructed building. Examine the building and decide what you will do if winds become strong enough to produce deadly missiles and structural failure.

- ☒ Turn refrigerator to its coldest setting and keep closed.
- ☒ Turn off utilities if told to do so by authorities.

### Staying Home (Strong Winds)

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- ☒ **Stay away from windows and doors** even if they are covered. Take refuge in a small interior room, closet or hallway.
  - ☒ Close all interior doors. Secure and brace external doors.
  - ☒ In a two-story house, go to an interior first-floor room, such as a bathroom or closet.
  - ☒ In a multiple-story building, go to the first or second floors and stay in interior rooms away from windows.
  - ☒ Lie on the floor under a table or another sturdy object.

## **After the Storm**

- ☒ Keep abreast of road conditions through the media. Wait until an area is declared safe before entering.
  - ☒ Do not attempt to drive across flowing water. As little as 6" of water may cause you to lose control of your vehicle—2 feet of water will carry most cars away.
  - ☒ If you see water flowing across a roadway, **TURN AROUND AND GO ANOTHER WAY**. Many people have been killed or injured driving through flooded roadways or around barricades. Roads are closed for your protection.
  - ☒ Stay away from moving water. Moving water even 6" deep can sweep you away.
  - ☒ Do not allow children, especially under age 13, to play in flooded areas. They often drown or are injured in areas appearing safe.
  - ☒ If someone needs to be rescued, call professionals with the right equipment to help. Many people have been killed or injured trying to rescue others in flooded areas.
  - ☒ Stay away from standing water. It may be electrically charged from underground or downed power lines.
  - ☒ Have professionals check gas, water and electrical lines and appliances for damage.
  - ☒ Use a flashlight for emergency lighting. Never use candles and other open flames indoors.
  - ☒ Use tap water for drinking and cooking only when local officials say it is safe to do so.
  - ☒ Use the telephone only for emergency calls.
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## Disaster Supply Kit

Every individual or family should have a disaster supply kit which will aid them in time of need. The following is a list of items which should be included within it. The recommended storage location for a disaster supply kit is in the trunk of your vehicle.

- ☒ A 3-day supply of water (one gallon per person, per day).
  - ☒ Food that won't spoil.
  - ☒ One change of clothing and shoes per person.
  - ☒ Prescription medicines.
  - ☒ One blanket or sleeping bag per person.
  - ☒ First-aid kit.
  - ☒ Battery-powered NWR (National Weather Radio) and a portable radio.
  - ☒ Emergency tools.
  - ☒ Flashlight, extra batteries.
  - ☒ Extra set of car keys and a credit card or cash.
  - ☒ Special items for infant, elderly or disabled family members.
- For additional information regarding hurricanes, tropical storms and preparedness for them visit [www.nws.noaa.gov](http://www.nws.noaa.gov).